

**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000**

United States Army Alaska Pamphlet 25-55

25 July 2005

Information Management

Freedom of Information Act

Summary. This pamphlet discusses the responsibilities for supervisors/managers in administering the Freedom of Information Act (FOIA).

Applicability. This pamphlet applies to Department of Defense units, activities and agencies located at or in the geographical areas of Forts Richardson and Wainwright.

Interim changes. Interim changes to this pamphlet are not official unless the Director of Information Management (DOIM) authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvement. This pamphlet's proponent is the DOIM, Administrative Services Division. The Administrative Services Division invites users to send comments and suggested improvements on a Department of the Army Form (DA) 2028 (Recommended Changes to Publications and Blank Forms) directly to the Administrative Services Division at APVR-RIM-ASD-RM.

1. Purpose

This pamphlet describes and clarifies local responsibilities of supervisors, managers, and other key personnel accountable for compliance with the provisions of the FOIA.

2. References

Required and related publications, prescribed and referenced forms, and related web sites are listed in appendix A.

3. Explanation of abbreviations

The abbreviations used in this pamphlet are listed in the glossary.

4. Responsibilities

The DOIM is responsible for establishing a program to ensure FOIA processing meets the requirements of AR 25-55.

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5. General

a. The following elements will appoint a local FOIA coordinator.

(1) Headquarters, United States Army Alaska (USARAK) plus general, special, and separate staff offices.

(2) The United States Army Alaska Garrison (USAG-AK) headquarters, directorates, and special staff offices.

(3) Headquarters, 172d Stryker Brigade Combat Team (SBCT)

(4) Headquarters, 4th Brigade, 25th Infantry Division (Airborne)

b. The FOIA coordinator will be responsible to contact the USARAK FOIA Officer within 5 days of appointment to schedule their training.

c. The FOIA Officer will contact the FOIA coordinator when a FOIA request is received for their element.

d. The FOIA coordinators will be responsible to ensure their subordinate elements meet suspense, review completed DD Form 2086 (Record of Freedom of Information Processing Cost) to account for costs, and submit information to the USARAK FOIA Officer for consolidation.

e. The FOIA coordinator will be knowledgeable of missions and activities under their purview, in order to speed the process, and assist the USARAK FOIA Officer in directing the FOIA requestor's question to the correct element.

FOR THE COMMANDER:

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Copy posted at <http://www.usarak.army.mil/pubs/>

Appendix A References

Section I Required Publications

AR 25-55 (Department of the Army Freedom of Information Act Program).

AR 25-400-2 (Army Records Information Management System (ARIMS)).

Section II Related Publications

Related publications are merely sources of additional information. The user does not have to read it to understand this pamphlet.

AR 340-21 (The Army Privacy Program)

Section III Prescribed Form

None

Section IV Referenced Forms

DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvement paragraph. It is available at <http://www.usapa.army.mil>.

DD Form 2086 (Record of Freedom of Information Processing Cost). Cited in paragraph 5d.

Section V Related Web Sites

<https://www2.arims.army.mil/rmdaxml/rmda/FPHomePage.asp> United States Army Freedom of Information and Privacy Act Division Home Page

<http://www.apd.army.mil> United States Army Publishing Directorate

<http://www.arims.army.mil> United States Army Records Information Management System

Glossary

AR Army Regulation

ARIMS Army Records Information Management System

DA Department of the Army

DD Defense Department

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DOIM Directorate/Director of Information Management

FOIA Freedom of Information Act

USAPA United States Army Publishing Agency

USAG-AG..... United States Army Alaska Garrison

USARAK..... United States Army Alaska